



Human Resources Department

INFO SHEET

BENEFITS FOR UNCLASSIFIED EMPLOYEES

The City of San Diego provides a competitive benefits* package to unclassified employees.

Leave Benefits

- **Holidays** – 10 holidays observed in a calendar year.
- **Floating Holiday** – One day in a fiscal year. 📄
- **City-Awarded Discretionary Leave** – Up to 24 hours in a fiscal year. 📄
- **Annual Leave** – Full-time employees are eligible to accrue an annual leave with full pay as follows: 📄
 - 1- 15 years of service = 6.77 hours for each biweekly pay period
 - 16+ years of service = 8.31 hours for each biweekly pay period
- **Management Administrative Leave** - Eighty hours per fiscal year for officers and employees in designated management positions. 📄
- **Pay-in-Lieu of Annual Leave** – Employees may request to convert up to 125 hours of annual leave to cash to be paid within the calendar year in which it was earned. 📄
- **Jury Duty (Court Leave)** – Paid time off to serve as a juror in Court. 📄
- **Bereavement Leave** – Up to 40 hours of paid leave each fiscal year. 📄
- **Voluntary Furlough Program** – Employees are eligible to take up to 200 hours of voluntary work furlough in a fiscal year.
- **Alternative Work Schedule** – Available depending on position or workload.
- **Child Care Annual Leave Exchange** – Annual leave may be transferred between City of San Diego employees who jointly parent a child for the purpose of the birth or adoption of the child or for childcare purposes.

Family and Medical Leave

- Family and medical leaves eligibility after being employed by the City for at least 12 months and have worked at least 1,040 hours (instead of 1,250 hours) in a year.
- **Parental Leave** – Up to 160 hours of paid leave in a rolling 12-month period. 📄

Long-Term Disability

Long-Term Disability Income Plan – Eligible disabled employees may be provided with an income replacement of 70% of biweekly earnings. 📄

Health

- **Flexible Benefits Plan (FBP)** – Cafeteria plan with FBP credits available to use toward health insurance coverage. Credits will vary based on medical plan, dependent coverage and hire date. 📄
- **Flexible Spending Accounts (FSA)** – Pre-tax contributions from gross pay applied to qualifying expenses (dental/medical/vision, FSA and dependent/child care). 📄

Life Insurance

- **Basic Life Insurance** – \$50,000 paid for by the City. 📄
- **Executive Life Insurance** - Additional City-paid life insurance is available for selected positions. Equal to two times the annual salary. Also included is accidental death and dismemberment coverage. 📄
- **Portable Life Insurance** – Supplemental life insurance is available to purchase in addition to basic life insurance. Guaranteed issue when employees initially apply for life insurance benefits for themselves at \$250,000 or for their spouse/domestic partner at \$50,000. Employees may also apply for a policy up to \$500,000, however, evidence of insurability will be required and the application is subject to approval by The Hartford Insurance Company. 📄

Professional Development

- **Tuition Reimbursement** – Up to \$2,000 for cost of professional and tuition fees per fiscal year. 📄
- **National University** – Non-safety employees are eligible for a 20% discount, and safety employees are eligible for 25% discount on tuition, in addition to waived application fee. Spouse and dependent discounts are also available. 📄
- **Promotional Opportunities** – Better opportunities to promote within the department or City.
- Various training opportunities, including Management Academy and the Public Sector Management Certificate program.



Employee Assistance Program (EAP)

The City's EAP provides employees and members of their household the opportunity to meet with professional counselors to discuss concerns and challenges, including: work stress, conflicts in the workplace, personal and family conflicts, marital/relationship problems, health issues, financial stress, legal problems and substance abuse/addiction.

Retirement Savings Plans

- **Mandatory Defined Contributions Plans** – Eligible benefitted employees originally hired on or after July 20, 2012, will be automatically enrolled in the mandatory portion of the Supplemental Pension Savings Plan – Hourly (SPSP-H) at a pre-tax contribution rate of 9.2%. Employee contributions are matched 100% by the City.
- **Voluntary Defined Contribution Plans** – Optional 401(k) and 457(b) Deferred Compensation Plans available.
- **Retiree Medical Trust Plan** – Employees enjoy a defined contribution retiree medical trust plan to save for health insurance and/or medical expenses upon retirement. Non-safety employees hired on or after July 1, 2009, are required to contribute .25% of base salary to this plan. The City matches employees' contribution. Contributions are 100% vested upon hire.
- Employees hired before July 20, 2012, may qualify for other retirement benefits.

Communication

Eligible employees may choose between a City-issued mobile device or obtain a wireless stipend to conduct City business.

Rewards and Recognition

The City has a robust Rewards and Recognition Program that provides high-performing employees with additional discretionary leave days and Exceptional Merit Cash Payment to reward employees for providing high-level performance and services. August is Employee Appreciation Month, which offers a series of rewards and recognition efforts for employees Citywide.

Wellness

- Free workshops and physical activity classes on various health and wellness topics are offered throughout the year.
- Monthly lunch and learn workshops on financial wellness topics provided by our corporate partner, California Coast Credit Union.

Transportation

- **Auto Allowance**
 - \$475/month is provided for the Independent Budget Analyst, Chief Financial Officer, City Auditor, Assistant Chief Operating Officer, Assistant City Attorney, Deputy Chief Operating Officer and Public Utilities Director.
 - \$300/month is provided for the City Clerk, Personnel Director, Retirement Administrator, Ethics Commission Executive Director, Department Directors and managerial employees at the Department Director level or other positions designated as eligible by the Mayor.
- **Parking Discount** – 75% reduction in the monthly public parking rate at approved facilities: Concourse Parkade, Central Library, Civic Center Plaza, Mission Hills Library, Horton Plaza, and any other City-designated parking facility (parking spot is subject to availability).
- **Transportation Alternatives** – The City's Transportation Alternatives Program (TAP) includes, among others:
 - 75% subsidy up to \$100 per month for employees who:
 - (1) Purchase monthly passes for transportation on the public bus, trolley and commuter rail service;
 - (2) Commute using the San Diego Bay ferry; or
 - (3) Participate in the City-approved vanpool program.
- **Mileage Reimbursement** – If a personal vehicle is used for City business, the mileage reimbursement rate will follow current IRS standard mileage rate.

Diversity and Inclusion

- Recognized various informal employee organizations that foster diversity and inclusion based on common interests and cultures.
- Operational Working Group on Equity, Diversity and Inclusion fostering ideas and promoting diversity and inclusion in the workplace.
- The City strives to create a workplace that recognizes and mitigates systemic biases and barriers to fair and just distribution of resources, access, and opportunity.

Employee Perks

- **Software Home Use Program** – Employee discount on the purchase of Microsoft Office and/or ESET antivirus software.
- **Perkspot** – Exclusive discounts with several program partners.
- **Travel Assistance and Theft Protection Services** – Employees and their family have access to travel assistance and theft protection services when traveling more than 100 miles from home for 90 days or less through the Hartford Insurance Group Policy.